

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**September 24, 2020**

**(I) Call Meeting to Order**

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. The Regular Council Meeting was held via Zoom Teleconference/Video conference due to Coronavirus COVID-19.

**(II) Pledge of Allegiance**

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Members Dale Stuber, Timothy Lima, Maria Guzman, Matt Biren, Tim Sexton, and Susan Rowe were present. Also Present: City Attorney John Behling, City Administrator Michael Golat, Finance Director Tina Nelson, City Planner Joshua Clements, DPW/City Engineer David Walter, Police Chief Kelly Bakken, Management Analyst Roy Atkinson, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

Motion by Sexton/Lima to close the Citizen Participation Period. **Motion carried.**

**(V) Approval of minutes.**

Motion by Biren/Lima to approve the minutes of the September 10, 2020 Regular Council Meeting and the September 18, 2020 Special Council Meeting. **Motion carried.**

**(VI) City Officers/Department Heads Report**

City Administrator Golat mentioned that the Preliminary Plat for Lake Road that was originally scheduled for tonight's meeting was postponed until a future Council meeting. Golat announced the Ginormous Pumpkin Festival held on Saturday, September 26 in River Prairie Park.

Police Chief Kelly Bakken updated the Council regarding present and recent Police cases.

**City Committee Reports – None.**

**(VII) Consent Agenda**

**(1) Proclamation Recognizing October as Community Planning Month.**

City Planner Joshua Clements commented that October of each year is designated as Community Planning Month. The proclamation highlights the general importance of community planning in light of the many profound events and influences of the past year.

**(VIII) Unfinished Business – None.**

**(IX) New Business**

**(1) Discuss/consider Resolution 9A-20, A Resolution Authorizing the issuance and Sale of \$2,100,000 General Obligation Promissory Notes, Series 2020A.**

Sean Lentz, Financial Advisor for Ehlers gave some past history regarding financing for this years capital projects. Lentz mentioned that last year Ehlers had put out a request for proposal, approaching the local banks, whereas bids were received at a favorable low interest rate and lower closing costs. Ehlers tried that approach again to send out request for proposals to the local banks for this years capital projects. The City received three responses for the financing the capital projects. Based on the responses, it is anticipated that the City could get a better interest rate in the commercial market; therefore, Ehlers suggested getting a

comparison/analysis with the Commercial Securities Market this year. If Council was in agreement, then Ehlers will go out for proposals and bring the results at the November 5, 2020 Council Meeting. No action at this time.

**(IX)(2) Discuss/consider Resolution 9B-20, A Resolution authorizing the issuance and Sale of \$6,857,000 Tax Increment Revenue Refunding Bonds (TID No. 3) Series 2020B.**

Sean Lentz gave some brief history regarding Tax Increment State Trust Fund Loans. Ehlers sent out a request for proposal to local banks. The City did not receive any responses. Ehlers will seek out other options for this refinance.

No action at this time. See item one for comment. This item will be deferred until the November 5, 2020 Council Meeting.

**(IX)(3) Public Hearing at 6:00 p.m. or as soon thereafter as is practical regarding proposed Ordinance 9C-20, an Ordinance amending the City's Official Map (Discussed at September 22nd Plan Commission)**

Mayor Pratt opened the public hearing at 6:30 p.m.

City Planner Clements referred to the following:

- Staff Report 20-09G
- Ordinance 9C-20 Official Map (2 pages, incl. illustration)
- Official Map Public Notice
- Ordinance 9A-02

Clements explained that the portion of previously platted Evening Trail between North 10th Street and Twin Oak Drive was vacated with Ordinance 9A-02. This vacation was conducted in association with the realignment of North 10th Street, part of a larger project with the HW53 Bypass, which reconfigured several local roads and resulted in the current configuration. For whatever reason, the City did not follow-up and update the City's Official Map with a new alignment of Evening Trail. The design of North 10th Street included a full road intersection to receive a public way between Twin Oak Drive and North 10th Street, reflecting that intention.

Clements noted that as stated in Ord. 9A-02, the City maintains a utility easement over the entire previous alignment of Evening Trail. It is expected that, when the owner of the intervening property seeks development, that easement may be vacated in exchange for dedication and completion of the right-of-way connection between Twin Oak Drive and North 10th Street. As you know, New Pine Drive - Twin Oak Drive is a 1,765-foot-long cul-de-sac with no alternative access. As shown in Staff Report 20-09G, this area is approximately 18.3 acres, and includes 92 dwellings in 25 buildings, an additional 186 units in 2512 New Pine Drive and 342 Twin Oak Drive. This creates significant challenges for public safety and public works operations, as well as limited mobility options for residents.

City Planner Clements noted that the Plan Commission recommended approval at its September 22nd meeting. The connection is strongly recommended by: Public Works, Police, Fire, and City Planning.

Richard Golde, owner of the wooded lot along 10<sup>th</sup> Street West questioned why the City is proposing to move forward with amending the City map.

Attorney Dave Raleigh for Richard Golde commented on past procedures for vacating a street.

Motion by Lima/Sexton to close the public hearing at 6:43 p.m. **Motion carried.**

**(IX)(4) Discuss/consider adopting Ordinance 9C-20, an Ordinance amending the City's Official Map.**

Motion by Sexton/Biren to approve Ordinance 9C-20 amending the City's Official Map. **Motion carried.**

**(IX)(5) Public Hearing at 6:05 p.m. or as soon thereafter as possible regarding a CSM to subdivide parcel 024109905000 into two parcels located at 7739 US HW12 in the City's Extraterritorial Jurisdiction and accompanying ETJ Agreement (Discussed at the Sept 22, 2020 Plan Commission Meeting).**

Mayor Pratt opened the public hearing at 6:55 p.m.

City Planner Clements referred to the Proposed CSM and Proposed ETJ Agreement. Clements explained that the proposed CSM subdivides a 8.55-acre parcel located at 7739 U.S. Highway 12 in the Town of Washington, within the City's 1.5-mile extraterritorial jurisdiction. The property features an existing house. The proposed CSM creates a 1.68-acre parcel including the existing home and a 6.87-acre parcel. The owner of the property, Mr. John Kelly, also owns the adjoining 10.145-acre parcel at 7825 Prill Road, Chippewa Valley Growers, from which an access easement to the subject property is shown on the CSM. Clements noted that the City's ETJ provisions prohibit land divisions that create parcels smaller than ten acres unless the owners agree to enter into an agreement such that the property be incorporated into the City and connect to municipal utilities at such time that the property becomes adjacent to the City or utilities become available.

Motion by Sexton/Lima to close the public hearing at 6:59 p.m. **Motion carried.**

**(IX)(6) Discuss/consider ETJ CSM for property located at 7739 US HW12 and an ETJ Agreement between the City of Altoona, Town of Washington, and John Kelly.**

Motion by Rowe/Sexton to approve the ETJ CSM at 7739 US HW12 and corresponding ETJ Agreement. **Motion carried.**

**(IV)(7) Discuss/consider awarding a contract for consulting services for the Space Needs Analysis Project to FGM Architects.**

City Administrator Golat explained that a budget item for conducting a Space Needs Analysis was included and approved in the 2020 City Budget in order to determine short and long-term needs. Expected deliverables are a space needs analysis report, listed by building or department as specified by the City. This report will provide a list of capital projects required to meet the city's space needs immediately, in 5-year, 10-year, and 20-year increments. The City prepared and released an RFP for the Space Needs Analysis project for responses due on September 2, 2020 and received six total proposals from the following consultants: River Valley Architects, Lien and Peterson, FGM Architects, Wendel, Cedar Corp, and Samuels Group. Based on our selection committee's review, one selected consultant (FGM Architects) was interviewed on Tuesday, September 8th and the committee recommends entering into a contract with FGM Architects. The selection committee noted the FGM Architects scope of services as a well-constructed staff as determining factors in their selection.

Andrew Mayo, FGM Architects was present to give some background information about his Firm.

Motion by Stuber/Biren to approve awarding contract for consulting services for the Space Needs Analysis Project to FGM Architects subject to final approval by the City Attorney. **Motion carried.**

**(IX)(8) Presentation by Staff regarding Smoking Cessation Campaign with possible action to follow.**

City Administrator Golat explained that during discussion in June regarding issuance of tobacco sales licenses, Council directed staff to develop a plan for reducing tobacco and vaping product use in Altoona. City Administration and Police Chief Bakken have been working with the Altoona School District and the Eau Claire City/County Health department to develop such a plan. The plan includes several elements that staff is seeking input from Council prior to proceeding.

Emily Carlson, Youth Advocacy Advisor at the Eau Claire City/County Health Department introduced herself to the Council.

City Administrator Golat commented on the list of initiatives the group would like to pursue:

1. Update City's smoking ordinance consistent with Health Department recommendations and best management practices.
2. Update City ordinance to include an explicitly smoking and vaping prohibition on school property for all. Likely consolidating chapters 8.06 and 9.24.

3. Research options for prohibiting smoking in parks, portions of parks or at city-sponsored events in city parks.
4. Develop a joint marketing approach/plan--apply for grants to support the campaign.
5. Work towards installation of vape detectors at the school.
6. Update school policies related to smoking and vaping.
7. Engage student groups at the middle school level to discourage smoking and vaping.

Staff is requesting input from Council on direction or any other ideas. Council Members appreciated the collaboration with the Altoona School District and the Eau Claire City/County Health Department.

Motion by Rowe/Sexton to approve the presented work plan and continue with the initiative as presented by Staff. **Motion carried.**

**(IX)(9) Discuss/consider approval of Resolution 9C-20, a resolution extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19.**

City Administrator Golat explained that the declaration of an emergency in the City of Altoona related to the COVID-19 outbreak is scheduled to expire on September 28, 2020. Circumstances still persist that may require the City to take extraordinary action in response to the COVID-19 crisis to assure a flexible and timely response. Therefore, staff is recommending the City extend the City's declaration of emergency until October 26, 2020. The ratified declaration of emergency proclamation allowed the following:

- Preparedness for a flexible and timely response to an identified national and state health emergency with strong potential for local impacts and the ability to implement necessary community responses.
- Permits remote attendance options for City Council, board and committee meetings and cancelation of non-essential meetings while facilitating reasonable public access to meetings within current social gathering recommendations.
- Expresses support for the County Health Department Emergency Order.

Motion by Rowe/Stuber to approve Resolution 9C-20, a resolution authorizing extending a declaration of emergency in the City of Altoona related to the outbreak of COVID-19. **Motion carried.**

**(IX)(12) Discuss/consider amending the premise description on the "Class B" Combination Liquor and Beer License issued to Rolly's Coach Club, located at 2239 Spooner Avenue, to include the parking lot for the following date only: October 17, 2020.**

City Administrator Golat explained that Rolly Knusalla, owner of Rolly's Coach Club, 2239 Spooner Avenue, is asking for an amendment to his current "Class B" Liquor and Beer license premise description to include his parking lot for the following date only: October 17, 2020 for a fundraiser for the Hockey Association. Estimated people at the event is approximately 100 people. There will be a tent set up in the parking lot where alcohol will be served. Rolly Knusalla (Rolly's) is aware that alcohol may not leave the premise.

City Administrator Golat recalled that Rolly was approved an amendment to the premise description for a July 25, 2020 event. Council approved the July 25, 2020 event on July 9, 2020 but did not approve the October 17, 2020 fund raiser at that meeting. Council Members wanted to see how the July 25<sup>th</sup> event went before approving the October 17 event.

Police Chief Bakken noted that she did not receive any complaints relating to the July 25, 2020 benefit. If approved, the conditions will remain the same that Rolly operate in accordance with the Eau Claire City/County guidelines which includes screening and a roster of the attendees to the event. Since this a fund raising event for the Altoona Hockey Association, Council Members suggested getting the Hockey Association involved

with providing a roster list of attendees.

Motion by Sexton/Rowe to amend Rolly's Coach Club "Class B" Liquor and Beer License premise description to include the parking lot only for the specific date of October 17, 2020 with a condition of limiting the gathering to no more than 50 people outside at one time and follow the guidelines set by the Eau Claire City/County Health Dept. subject to change which includes screening and a roster of the attendees to the event and to contact the Altoona Hockey Association to review the guidelines. **Motion carried.**

**(IX)(10) Discuss/consider convening in closed session pursuant to Wis. Stats: 19.85 (1)(e). A. Purchase and/or sale of property.**

Motion by Stuber/Lima to convene in closed session at 7:34 p.m. pursuant to Wis. Stats. 19.85 (1)(e) A. Purchase and/or sale of property. Roll call vote, 6-ayes, Stuber, Lima, Guzman, Biren, Sexton, Rowe, 0-nays. **Motion carried 6-0.**

**(IX)(11) Motion to reconvene to Open Session.**

Motion by Stuber/Lima to reconvene in open session at 8:20 p.m. Roll call vote, 6-ayes, Guzman, Sexton, Stuber, Rowe, Biren, Lima, 0-nays. **Motion carried 6-0.**

City Administrator Golat explained that there was one item discussed in Closed Session pertaining to the sale of property, that being the Lake Road property for condo townhomes. Golat mentioned that staff will keep the neighborhood informed regarding the City's intent for future development of that property.

**(X) Miscellaneous Business and Communication.**

Council Member Sexton commended City Planner Clements on his time and efforts that he has brought forth regarding Planning Projects, particularly the Lake Road Development. Sexton also thanked other City staff members on the tremendous amount of work they have been doing this past year.

**(XI) Adjournment.**

Motion by Rowe/Guzman to adjourn at 8:23 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk